

# EMPLOYMENT OPPORTUNITY!

## El Torito Restaurants Now hiring! E-mail resume to: **Cynthia\_Patron@LongBeach.gov**

### Full Time Positions

- Purchasing/Buyer- \$30,000.00-40,00.00/year
- Facilities Clerk-\$9.00 - 12.00/hr
- Marketing Manager- \$48,000.00-50,000.00
- Human Resources Assistant- \$35,000.00-40,000.00

#### **Purchasing/Buyer**

Experience with purchasing preferred or proficient knowledge of food and restaurant operations  
Bi-Lingual a plus not necessary  
Excel, Word with 10 key  
Good people skills able to negotiate prices and compromise  
Knowledge of work with RMF warehouse, transportation, accounting, inventory control

#### **Facilities Clerk**

Maintaining and tracking of the maintenance contracts for all the restaurants whether on National or Regional level. Help maintain department budget  
Maintain on-going training on the equipment in the restaurants. Direct communication with the Manager and V.P. of Facilities and Construction keep them updated.  
Help maintain the asset management program for the Real Mexican Restaurants.

#### **Marketing Manager**

**BA Degree**, 2years brand marketing prefer in the hospitality arena, Proven track record of career achievement, results and advancements. Working knowledge of the creative production/promotional process, ability to direct agencies from initial concept through execution and implementation. Computer literate, ability to multi-task and thrive in a fast paced, dynamic environment.

#### **Human Resources Assistant**

Min. 5 yrs in administrative assistant position, supporting multiple people, Min. 1 yr. working in Human Resources  
Proficient in Excel and Word, Able to multi-task, communicate effectively both verbally and in writing  
Proficient in Spanish and English preferred  
General knowledge of employment law including LOA's

**Greater Long Beach  
Workforce Development System**

**LOCATION**  
**Career Transition Center**  
3447 Atlantic Ave.  
Long Beach CA, 90807

**Career Transition Center • Youth Opportunity Center**  
**Department of Community Development**  
(562)570-3700 • (800)292-7200  
[www.longbeachworkforce.org](http://www.longbeachworkforce.org)

**Equal Opportunity Employer/Program. Auxiliary aids and services available upon request to individuals with disabilities. TTY Relay (562) 570-4629.**